

**Minutes - Board of Directors Meeting
North Carolina Association of Agricultural Extension Secretaries**

**Jane S. McKimmon Center
Raleigh, NC
May 16, 1986 - 10 a.m.**

The Board of Directors of the North Carolina Association of Agricultural Extension Secretaries met at 10 a.m. on May 16, 1986, at the Jane S. McKimmon Center in Raleigh.

State President Sandra Ballard presided at the meeting with 35 members present. Dr. Paul Dew joined the meeting later.

Katie Ethridge, 2nd Vice President, gave the "Thought for the Day."

The minutes of the 1985 meeting were read and approved. A roll call of members present was made as follows:

- Western District - 6
- Southwestern District - 5
- Northwestern District - 5
- Northeastern District - 5
- Southeastern District - 5
- North Central District - 9
- 35 total.

Elizabeth Lassiter gave the treasurer's report showing a balance on hand of \$2,106.13 as of May 23. She reported 179 paid members plus 50 from the Southwestern District for a total membership of 229 which includes Jan White, NCSU secretary. Southwestern District has 100% membership.

President Sandy introduced the state committee chairmen, recognizing them for the work they are doing, and expressed her appreciation to them.

Under old business, Marian McPherson reported on the purchase of the new tape recorder and the printing of the new letterhead stationery which has the new logo printed in red and white. She also reported on the camera which will be purchased before the state meeting with the \$60 in the treasury that was given to the association by Dr. Dew.

Linda McMullen, co-chairman of the Handbook Revision Committee, was recognized for her work in the completion of the new handbook. Copies were distributed by districts for each member.

President Sandy also recognized Helen Miller for her work on the scrapbook and said that Helen has agreed to keep it again this year. Everyone was encouraged to send items on district meetings, etc. to her for the scrapbook. The slides shown during the state meeting in Asheville last year were returned by Janice Buchanan of the Western District.

Under new business, Nancy Payne, 1st Vice President, reported on the 1986 Executive Board Award. It was started in 1977 to give recognition to some deserving NCAAES member for outstanding service to the association or to recognize someone giving support to our group. The recipient is nominated or chosen by the Executive Board by August 1 and the award presented at the September meeting. An

individual plaque is given to each recipient showing the name of the recipient, the association and the date. Suggestions for nominations should be sent to Nancy for consideration by the board.

A motion was made by Linda McMullen to give the old Executive Board Award plaque to Betty Dail who was the first recipient. Motion seconded and passed. Dorothy Johnson, Southwestern District President, reported on the 1985 state scholarship. Applications were due to the scholarship committee May 15. The committee will then select the recipient and let the student and high school know before the end of the school year. The recipient will be from Southwestern District.

Janice Buchanan, Chairman of the State Public Relations Committee, in reporting on the state newsletter, asked that all news articles pertaining to association business, district meetings, secretaries' receiving awards, etc. be mailed to her by June 15.

Patricia Burch, Chairman of the State Nominating Committee, reported the 2nd vice president needs to come from the Northeastern District, while the secretary and treasurer can come from any district. She wants all nomination forms back to her by August 15. President Sandy announced the nomination form for state officers will be included in the newsletter.

Betty Cox, President of the Northeastern District, invited everyone to Nags Head for the annual state meeting to be held at the Ramada Inn on September 18-19. Reservations must be in by September 4 to guarantee a room and the rates are \$50 for ocean-front room (2 double beds) and \$45 for street-side room. The banquet will be held Thursday evening. The hospitality room will be open Thursday afternoon. There will be a fashion show during the meeting. The special room rates will be honored for one night prior to and one night after the meeting.

President Sandy welcomed Dr. Dew to the meeting. In his remarks, he expressed his appreciation for the work by the association throughout the state. He then announced the postal meter meetings to be held in each district. North Central will be in May and the others in June. One secretary per county will attend the meetings. He asked for any concerns from the group. When asked about electronic mail, he stated it is coming perhaps in July 1987. It will involve a separate telephone line dedicated to this, working through computers. He also said that at some future time, all communication will be through computers. Electronic mail could mean that an agent in the county could send a letter to a specialist on campus and receive a reply within a few hours. He was also asked about secretaries being included in meetings where format of long-range plans of work are discussed. The due date of the next long-range plan is October 1, 1987. It will kick off this fall with advisory meetings and will probably be due in state office next June. Dr. Dew said they hope to replace the old name tags for secretaries but would rotate by districts as the budget allowed.

An article appeared in the November 1985 issue of the Extension Newsletter on the Distinguished Performance Award for SPA personnel. She has checked with Dr. Dew and all county extension secretaries are eligible for this award which includes \$250.

She reported Jim Wilder, Executive Vice President of the N.C. Soybean Producers Association, has given \$750 to the Federation of Extension Workers Association which was divided six ways and we have received a check for \$125 as our share. This may be an annual contribution.

A motion was made by Ann Hall to give this money annually to the host district for the state meeting in addition to the \$300 already budgeted. Motion seconded and passed. Northeastern District will receive it this year.

The Finance Committee met and proposed the following budget for 1986:

- Postage: \$140
- Host County Expenses: 100 (\$200 already paid) + \$125
- Telephone: 75

- Scholarship: 300
- Travel and subsistence for state officers and advisors to attend meetings: 900
- Misc. (new letterhead and handbook): 300
- Newsletter printing: 100

Cleo Geer made a motion to accept the proposed budget, seconded by Mariah McPherson. Motion carried.

It was announced that the proposed budget for 1987 will be approved at the state meeting in September.

Anna Anderson, President of the North Central District, extended an invitation to host the state meeting in 1987.

President Sandy reported on her recent trip to meet with the South Carolina Association at Myrtle Beach. South Carolina has only 46 counties and nearly 100% participation. Members of their Administration attended and stayed for almost the entire meeting.

Izzy Cable was honored on her birthday with flowers and a singing telegram from the Swain County Extension Staff.

Nancy Payne asked each district president to send a list of retirees from their district to her. Elizabeth Weaver, retired secretary from Southwestern District, wants to send an invitation to them to attend the state meeting.

President Sandy asked if there were any nominations for honorary and associate membership in the association this year. These should be sent to Helen Miller, State Secretary, by August 31 for consideration by the executive board at the state meeting. If questions, check with Cleo Geer, Chairman of By-Laws Committee.

The idea of state-wide benevolence committee was tabled until state meeting. The president of each district gave a brief report of the activities being conducted by their respective districts. The Southwestern District has reached 100% membership. Western District had 140 secretaries registered at last year's state meeting out of 228.

President Sandy adjourned the meeting at 12 noon.

Helen Miller, Secretary